MINUTES PIRATE HARBOR STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING THURSDAY, MARCH 12, 2020

10:05 a.m. – 11:30 a.m. Public Works Conference Room 7000 Florida Street, Punta Gorda, Florida

Members Present:

Jeffrey Nilsson, Chair

Phillip Smallwood Lynn McCulloch

Members Absent:

Apologies received from Andrew Wolf Karlene McDonald, Community Liaison

County staff:

Jason Ouimet, Maintenance & Operations Manager

Karly Greene, Operations Supervisor

Guests:

See attached sign-in sheet

Call to Order / Roll Call

The meeting was called to order at 10:05 a.m. A roll call was taken and a quorum was present.

Changes to the Agenda:

None

Citizen Input on Agenda Items (3-Minute Limit):

 Mr. DiMuzio asked how he could receive information on open work orders for the MSBU and requested clarification about the Sunshine Law as he would like the advisory board present at the upcoming community meeting.

Approval of Minutes:

The draft minutes from December 12, 2019 were unanimously approved as revised. Cape Horn Boulevard was changed to Yacht Club Boulevard under Citizen Input and Advisory Board Open Discussion. It was noted that Mr. DiMuzio suggested the advisory board review which roads to be repayed should be built out.

Unfinished Business:

- a. Maintenance of Streets and Drainage: Mr. Ouimet reviewed the drainage investigation Public Works had conducted within the Pirate Harbor MSBU and provided his recommendations to the Advisory Board. The outfall Pipe between Buccaneer Boulevard and Treasure Island Boulevard will have spot repairs conducted as soon as Public Works obtains Temporary Rights of Entry from two property owners. There are no existing easements. The outfall pipe between Buccaneer Boulevard and Pirate Harbor Boulevard has been cleaned and no further work is needed at this time. Mr. Ouimet noted there is no easement for this pipe and a gazebo has been installed on top. If repairs are needed in the future the structure would need to be relocated. Line and Grade and a new road crossing pipe is recommended for a portion of Pirate Harbor Boulevard. Ms. McCulloch motioned to open citizen input, seconded by Mr. Smallwood and unanimously agreed.
- Mr. Day noted there is a high spot in his swale driveway, he is planning on piping the driveway. Mr. Ouimet recommended the road crossing pipe and line and grade be completed prior to Mr. Day's driveway improvements.
- Mr. DiMuzio expressed the community's goal was for the Advisory Board and Public Works to coordinate. He inquired if the Public Works investigation used the list Mr. Smallwood had established.

Citizen input was closed by the Chair.

There was discussion on existing drainage issues along Treasure Island Boulevard. Public Works will shoot the grade along both sides of the road between 24268 and 24121 Treasure Island Boulevard.

Conversation ensued regarding the washouts along the south side of Jean Lafitte Boulevard. Engineering is going to contact Southwest Florida Water Management District (SWFWMD).

- b. <u>Yacht Club Boulevard Entrance Sign:</u> The Advisory Board discussed the importance of Roadway Signs for Yacht Club Boulevard. Mr. Ouimet noted any signs larger than 48 Inches will be fabricated by a contractor and installed on 2 I-beams. The Advisory Board recommended the signs match the size of Colony Point Boulevard and read: *Yacht Club Boulevard/Pirate Harbor/Next Right* going South-bound on Burnt Store Road and *Yacht Club Boulevard/Pirate Harbor/Second Left* for North-bound Burnt Store Road.
- c. <u>Sidewalk on Yacht Club Boulevard:</u> Mr. Smallwood motioned to open citizen input, seconded by Ms. McCulloch and unanimously agreed.
- Mr. DiMuzio noted the community has declined to pursue a sidewalk project on Yacht Club Boulevard.

Citizen Input was closed by the Chair.

There was discussion on widening the road for a bike lane. Design is estimated at \$50,000 not including any Utility and drainage work that would need to be addressed pre-and post-construction. The Advisory Board agreed not to pursue the issue further due to costs.

New Business:

a. <u>Financial Reports:</u> The FY19 fourth quarter final expenditure and the FY20 first quarter financial reports were reviewed. Ms. Greene confirmed there is approximately \$49,000 budgeted for Maintenance Services and only \$2,000 have been expended.

Citizen Input on MSBU Items (3-Minute Limit): None

Advisory Board Open Discussion:

Ms. McCulloch inquired about the total cost for the proposed maintenance work ahead of paving. Ms. Greene noted if there is further discussion needed a special meeting can be scheduled to review maintenance services and costs.

Meeting Schedule / Items for the next agenda:

Future meetings are scheduled at 10 a.m. in the Public Works conference room as follows:

- June 11, 2020
- September 10, 2020
- December 10, 2020

The meeting adjourned at 11:30 a.m.

Submitted by: Karlene McDonald Public Works Department

nature / Date

Minutes - Pirate Harbor S&D 03.12.2020

AGENDA

PIRATE HARBOR STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING THURSDAY, MARCH 12, 2020

10 a.m., Public Works Conference Room 7000 Florida St., Punta Gorda, Florida

ADVISORY BOARD:

Jeffrey Nilsson, Chair

Andrew Wolf, Vice Chair

Lynn McCulloch Phillip Smallwood

PUBLIC WORKS STAFF: Karlene McDonald, Community Liaison

PURPOSE:

Regular Meeting

- 1. Call to Order / Roll Call
- Changes to the Agenda / Motion to Approve Changes 2.
- Citizen Input on Agenda Items (3-Minute Limit) 3.
- Approval of Minutes: December 12, 2019 4.
- 5. **Advisory Board Business**
 - a. Maintenance of Streets and Drainage
 - b. Yacht Club Boulevard Entrance Sign
 - c. Sidewalk on Yacht Club Boulevard
- **New Business** 6.
 - a. Financial Reports
- Citizen Input on MSBU Items (3-Minute Limit) 7.
- 8. Advisory Board Open Discussion
- 9. Meeting Schedule / Items for Next Agenda
- 10. Motion to Adjourn



Pirate Harbor Street & Drainage Municipal Service Benefit Unit

Advisory Board Meeting Attendance 10 a.m., Thursday, March 12, 2020

Location: 7000 Florida Street, Punta Gorda, Florida Public Works Administration Conference Room

INFORMATION SUPPLIED ON THIS FORM BECOMES PUBLIC RECORD

NAME (please print)	Email Address	Phone Number
Karlene McDonald	Karlene.McDonald@charlottecountyfl.gov	575-3627
Lynn McCullody	Lynn_M-McCalloch Cychos. com	505-1672
Bas DiMuzia	THE BOBISER 69 @ GMAIL.	2456-1630
JEFF Khilsson	JoHuilsen a comcast nex	637-5794
Phillip Smplins	Phillip RSmallwood & C. Mail.	ion 502-773-2016
SCOTT DAY	Eday 711cychoo,com	216 3893014
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CHARLOTTE COUNTY PUBLIC WORKS DIVISION

final - Q4			CHARLOTTE MS <u>PIR</u>	ITE COUNTY PUBLIC WORKS MSBU FINANCIAL HISTORY FY 10 THRU FY 19 FY 10 THRU FY 19 FUND 1406 PIRATE HARBOR ST/DR UNIT	CHARLO I I E COUNTY PUBLIC WORKS DIVISION MSBU FINANCIAL HISTORY FY 10 THRU FY 19 FY 10 THRU FY 19 FUND 1406 PIRATE HARBOR ST/DR UNIT	Ş				
BEGINNING BALANCE	FY 10-11	<u>FY 11-12</u> \$ 101,111.43	FY 12-13 \$ 131,649.13	FY 13-14 \$ 139,732.80	<u>FY 14-15</u> \$ 117,393.17	<u>FY 15-16</u> \$ 130,062.08	<u>FY 16-17</u> \$ 178,346.03	FY 17-18 \$ 217,411.96	Budget FY 18-19 \$ 204,222.83	FY 18-19 12 Mo. Actual (a) \$ 250,330.77
REVENUES RECEIVED: Assessments		20,214.76	20,308.44	20,202.05	20,139.85	51,412.89	51,481.97	51,477.94	53,020.89	51,309.30
Interest Excess Fees /Misc.	786.27	526.15 197.38	635.26 175.02	632.12 153.98	946.55 139.63	1,282.38 375.40	2,326.21 393.17	4,006.74	722.57	5,874.06 314.60
Net Inc(Jecr) - HW/Invest. Less: Reserve - FS 129.01 External Borrowing Interfund Xfer from PHWW	(229.07)	341.19 19,674.75	(5/5./9)	144.54	291.79	11.82	(494.06)	(1,819.23)	(2,687.17)	ა,
Total Revenue TOTAL DEVENUES & SALLANCES	117,421.20	40,954.23	20,542.93	21,132.79	21,517.82	53,082.49	53,707.29	53,946.06	51,056.29	61,328.04
EXPENDITURES										
P/S - Engineering	1,990.04	4,651.60	4,001.00	4,651.60	1,400.00	1,000.00	1,000.00	3,800.00	0,000.00	1,830.00
P/S - Entry Signs C/S - Entry Signs								8,865.00	40,650.00	
C/S - Stormwater C/S - Drainage Study										
C/S - Installed Sod C/S - Specialty Mowing									2,926.00	250.00
C/S - Survey C/S - Landscaping										
C/S - Landscaping Central/Indirect Allocation	1,100.00	2,007.00	480.00	2,900.00 450.00	500.00 450.00	1,034.00	551.00	622.00	557.00	557.00
Advertising - Legal					390.90			3		205.59
MSBU Dept. Allocation							726.31	0.00	0000	100.10
Equipment Rept. Crigs Maintenance Services	/58.16 11,189.48	3,237.89	6,668.90	30,617.10	5,582.10	24.98 1,984.93	11,602.98	7,036.04	5,333.20 46,885.28	13,934.38
Aquatic/Herbiciding Tax Coll Fees/Oth Misc		275.00	287.29	298.20	308.63	754.63	761.07	758.31	1.060.42	704.40
Other Misc.										
Materials- Road & Bridge Sign Materials	1,264.09	186.66	104.19	2,305.87	24.49				1,162.25 135.54	22.39
c412004 Principal Payment							r			
Total Expenditures	16,309.77	10,416.53	12,459.26	43,472.42	8,848.91	4,798.54	14,641.36	21,027.25	104,859.69	18,601.66
ENDING FUND BALANCE TOTAL EXPENSES & RESVS	\$ 101,111.43 \$ 117,421.20	\$ 131,649.13 \$ 142,065.66	\$ 139,732.80 \$ 152,192.06	\$ 117,393.17 \$ 160,865.59	\$ 130,062.08 \$ 138,910.99	\$ 178,346.03 \$ 183,144.57	\$ 217,411.96 \$ 232,053.32	\$ 250,330.77 \$ 271,358.02	\$ 150,419.43 \$ 255,279.12	\$ 293,057.15 \$ 311,658.81
Note (a): Twelve Month Actuals per Ledger Summary Report of 9/30/19 Maintenance Mgmt System through 9/30/19	nmary Report of 9/30/									

CHARLOTTE COUNTY PUBLIC WORKS MSBU FINANCIAL HISTORY FY 11 THRU FY 20 FUND 1406

P/S - Entry Signs
c412004 C/S - Paving
C/S - Drainage Study
C/S - Installed Sod
C/S - Specialty Mowing
C/S - Survey TOTAL EXPENSES & RESVS ENDING FUND BALANCE EXPENDITURES TOTAL REVENUES & BALANCES REVENUES RECEIVED: BEGINNING BALANCE c412004 Interest Payment c412004 Principal Payment Equipment Repl. Chgs Maintenance Services Aquatic/Herbiciding Tax Coll Fees/Oth Misc Interfund Xfer from PHWW
Res Equity Xfer/So. Burnt Store Mtc
Total Revenue Total Expenditures Sign Materials MSBU Dept. Allocation Advertising - Legal Central/Indirect Allocation C/S - ROW Mowing External Borrowing Less: Reserve - FS 129.01 Excess Fees /Misc. Net Inc(Decr) FMV/Invest. FINAL - Q1 Materials-Road & Bridge Postage C/S - Landscaping Interest Landfill Fees Assessments 758.16 11,189.48 116,864.00 117,421.20 117,421.20 FY 10-11 16,309.77 1,100.00 1,998.04 1,264.09 (229.07)786.27 Adopted FY 11-12 FY 12-13 FY 13-14 FY 14-15 FY 15-16 FY 16-17 FY 17-18 FY 18-19 FY 19-20 \$101,111.43 \$131,649.13 \$139,732.80 \$117,393.17 \$130,062.08 \$178,346.03 \$217,411.96 \$250,330.77 \$237,177.37 40,954.23 142,065.66 20,214.76 526.15 197.38 341.19 58.38 3,237.89 4,651.60 19,674.75 10,416.53 2,007.00 275.00 186.66 4,651.60 20,542.93 152,192.06 20,308.44 635.26 175.02 (575.79) 267.28 6,668.90 12,459.26 287.29 104.19 480.00 PIRATE HARBOR ST/DR UNIT 21,132.79 160,865.59 20,202.05 632.12 153.98 144.64 2,249.65 4,651.60 43,472.42 298.20 2,305.87 2,900.00 21,517.82 138,910.99 20,139.85 946.55 139.63 291.79 184.74 5,582.10 1,400.00 8,848.91 308.63 500.00 450.00 398.95 24.49 53,082.49 183,144.57 51,412.89 1,282.38 375.40 11.82 24.98 1,984.93 1,034.00 1,000.00 4,798.54 754.63 1,000.00 53,707.29 232,053.32 51,481.97 2,326.21 393.17 (494.06) 726.31 11,602.98 14,641.36 551.00 761.07 53,946.06 271,358.02 51,477.94 4,006.74 280.61 (1,819.23) 21,027.25 7,036.04 3,600.00 758.31 622.00 78.22 67.68 61,328.04 311,658.81 964.72 13,934.38 51,309.30 5,874.06 314.60 3,830.08 18,601.66 1,830.00 704.40 22.39 205.59 133.18 557.00 250.00 121,062.00 982.00 115,942.00 353,119.37 5,650.00 139,772.20 5,876.25 49,270.47 2,410.25 2,158.09 223.14 70,000.00 (6,102.00) 2,926.00 758.00 500.00 \$ 355,676.19 FY 19-20 3 Mo. Actual (a) \$ 293,057.15 \$ 351,117.36 62,619.04 355,676.19 62,144.01 486.89 1,242.88 30.30 106.37 2,043.28 4,558.83 378.00 758.00 (11.86)

Note (a): Three Month Actuals per Ledger Summary Report of 12/31/19 Maintenance Mgmt System through 12/31/19

PW-PHM	Monthly
Pirate Harbor St/Dr Mtc	MSBU Activity Report

START DATE: 10/1/2019 END DATE: 12/31/2019

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					1660539														1220408	WO Number
					1660539 Shoulder work - see comments ROAD-19179 - Jean La Fitte Blvd - PHM														1220408 PW-PHM Pirate Harbor S&D PW-PHM MSDR Annual Work Order	WO Equipment Code
																				nent e
Total M	Total WO N	Sh		10-4002	ROADWAY-JEAN LA FITTE BLVD-PHM	Total WO N													Pirate Harbor St/Dr Mtc	Equipment Description
Total MSBU: PW-PHM	Total WO Number: 1660539	Shoulder Repr Total		10-4002R Shoulder Repr	JEAN LA FITTE BLVD-SBSM	Total WO Number: 1220408	MSDR Total											10-9866 MSDR		Location
			10/22/2019	10/21/2019				12/27/2019	12/26/2019	12/13/2019	12/12/2019	12/05/2019	11/27/2019	11/26/2019	11/08/2019	10/15/2019	10/10/2019	10/09/2019		Date Worked
28.75	19.50	19.50	12.00	7.50		9.25	9.25	0.25	0.75	1.50	1.75	1.00	1.00	0.25	1.00	0.25	1.00	0.50		Labor Hours
2,043.28	1,334.99	1,334.99	823.36	511.63		708.29	708.29	18.80	56.40	112.80	131.60	77.78	77.78	19.45	77.78	19.42	77.66	38.83		Labor Cost
30.30	30.30	30.30	23.98	6.33		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Parts Cost
106.37	106.37	106.37	75.84	30.53		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Equipment Contract Cost or Cost
0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		t Contract or Cost
9.32	0.07	0.07	0.05	0.03		9.25	9.25	0.25	0.75	1.50	1.75	1.0	1.00	0.25	1.00	0.25	1.00	0.50		Work Accomp.
2 SM	7 SM	7 SM	l	3 SM	7	5 LHR	5 LHR	5 LHR	5 LHR	O LHR	5 LHR	O LHR	O LHR	5 LHR	O LHR	5 LHR	0 LHR	0 LHR		MOD
2,179.94	1,471.65	1,471.65	923.18	548.48		708.29	708.29	18.80	56.40	112.80	131.60	77.78	77.78	19.45	77.78	19.42	77.66	38.83		Total Cost